



MEMORANDUM

To: Mayor and Members of the City Council

From: Montre' Freeman, City Manager
Reggie Goodson, Interim Community Development Director
Kelly Hoeltzel, Planner

Date: September 8, 2023

Subj: Update - Changes to Approval Process for Peddler's License

BACKGROUND:

The City's process for obtaining a peddler's license (food trucks / pushcarts) is somewhat disjointed. The current process requires only an application, payment of a fee, and a signature from the City Manager for authorization; however, after some discussions, this would be a process best begun within the Community Development Department. There are many questions someone seeking a license may have that could not be answered within the Administrative Office and they'd need to be redirected to Community Development, so it would make sense to have them start there originally.

During the August 28, 2023 Work Session, this item was presented to the Community Development Committee, at which time it was recommended for approval by the full Council; therefore, it is appearing on this agenda for an official vote.

ANALYSIS:

Chapter 113 of the City's Code of Ordinances covers Peddlers and Solicitors and can be viewed [HERE](#).

Although there is no request to change the language of the code itself at this time, staff suggests that original authorization and meeting with individuals interested in operating a food truck / pushcart meet with Community Development and obtain their sign off first. The City Manager's signature should be the final signature on the forms after all other steps have taken place, instead of being the first signature as it currently stands. Community Development will be analyzing the current process and if it is determined that changes would be beneficial, those will be brought forward at a later time for further Council consideration.

STAFF RECOMMENDATION:

By motion, authorize the procedural change for acquiring a Peddler's License to begin in Community Development with final sign off by the City Manager.